

CONTROL NO.

DD5/OC-007

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Review of OC-OPI Forms

<input checked="" type="checkbox"/>	STATISTICAL
<input type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL
	LOGISTICS	SECURITY	<input type="checkbox"/>	OTHER (specify)
	MEDICAL	FINANCE	<input type="checkbox"/>	COMMUNICATIONS
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	Annually	6. DISTRIBUTION (No. of components not number of copies)	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	OC Order 70.2

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)
OC-CCD/CCL/COB	None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
6,Step 2	\$ 3.62	2		\$ 7.00		1		\$ 7.00
15,Step 5	12.47	2		25.00		1		25.00
16,Step 4	14.04	1		14.00		1		<u>14.00</u>
				TOTALS				\$46.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide an annual review for OC-RMS to update, condense, or eliminate forms used by OC.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE			
<input type="checkbox"/>	DISCONTINUE			

15. DATE OF INVENTORY
STAT Oct. 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090038-7

18. EXTENSION
STAT